

INTERAGENCY COORDINATING COUNCIL

MEETING MINUTES

MARCH 6, 2008

VIA VIDEO CONFERENCING

PRESENT

Shawnda Ereth

Flo Hilzendeger

Tammy Gallup-Millner

Linda Jagielo

Bob Rutten

Jill Staudinger

Laura Larson

Brenda Patzner

Dr. Stephen Olson

Lori Wentz

Deb Balsdon

Colette Perkins

GUESTS

Missi Baranko, Experienced Parent Region VIII

Kathy Barchenger, Program Manager, Children with Medically
Fragile Needs

TOPIC: ELECTION OF CHAIR

DISCUSSION/ACTION:

- Roxane Romanick has resigned her position, so that leaves the Chairperson position vacant.
- The Dept of Human Services developed a contract with Northern Plains Sp. E. Unit for a State Family Liaison Project and Northern Plains in turn hired Roxane.
- This Project will: 1) promote active participation of ICC members, committees, and work groups; 2) develop & deliver training and technical assistance to enhance the work of regional & tribal exp. parents; 3) assist with drafting & reviewing E.I Performance Plans, APPs, funding applications, guidelines, policies; 4) collect & analyze survey data; 5) recommend material to be purchased for the E.I. library; 6) draft material to increase E.I professional understanding of family issues & families awareness of their rights and responsibilities; 7) participate in EI/Family Support meetings and EI Quality Enhancement Team conference calls; and 8) participate in planning & coordination of E.I. training activities.
- This will begin as a half-time position, but expand into full-time.
- Roxane started this new position on Mon, March 3.
- Linda J. nominated Laura and Laura seconded it. Laura gave a brief bio of herself. Committee members gave a unanimous vote for Laura to be the interim chair.

TOPIC: REPORT ON EXECUTIVE COMMITTEE

DISCUSSION/ACTION:

- Members of the Executive Committee are: Tammy Gallup-Millner(Vice Chair), Laura Larson (Chair), Bob Rutten (DPI representative - once formally

appointed), Jill Staudinger(member at large) and Deb Balsdon (lead agency representative). The executive committee continues to need a parent representative. Lori Wentz requested clarification on the position and will consider being the parent representative.

- There are no time sensitive issues coming up between now and June.
- These meetings will be held via video conferencing or conference call.

TOPIC: ANNUAL PERFORMANCE REPORT (APP)

DISCUSSION/ACTION:

- The Annual Performance Report was submitted February 1, 2008.
- **Indicator #1 - This is a compliance indicator which means that 100% of infants and toddlers with IFSP's will receive the early intervention services in a timely manner.** Last year we were at 50% and this year we are at 98.07%. Exceptional family circumstances are now being documented.
- **Indicator #2 - This is a performance indicator that shows what percent of infants and toddlers with IFSP's receive EI services in their home or programs for typically developing children. Our target is set at 96.4%.** Presently, we are at 92%. With the December 1 Child Count data, we are at 94%.
- **Indicator #3 - This is a performance indicator that shows what percent of infants and toddlers with IFSP's have demonstrated improvement in childhood outcomes. At this point no targets have been set.** North Dakota had only two children who had both entrance and exit data available and who had been in more than six months.
- **Indicator #4 - This is a performance indicator that shows what percent of families participating in Part C report that EI services have helped their families.** The targets and current percentages for each element are reported below:
 - % of families participating in Part C who report that EI services have helped the family know their rights is 85.12% - The target is 85%;
 - % of families participating in Part C who report that EI services have helped their

family effectively communicate their children's needs is 88.46% - The target is 89%;

- and the % of families participating in Part C who report that EI services have helped their families to help their children develop and learn is 85.79% - The target is 87%.
- **Indicator #5 - This is a performance indicator that shows what percent of infants and toddlers, birth to 1 are served compared to other states with similar eligibility definitions and national data. North Dakota's target is 1.78%. The total population of infants and toddlers birth to 1 residing in ND who are identified and found eligible for early intervention services and have an IFSP is 1.92%. North Dakota ranks 4 when compared to all states. When it comes to other states with narrow eligibility criteria, ND ranks 1st in the percent of infants and toddlers served birth to 1.**
- **Indicator # 6 - This is a performance indicator that shows what percent of infants and toddlers, birth to 3, are served compared to other states with similar eligibility definitions and national data. North Dakota's target is 2.98%. We are serving 3.11% and this percentage has steadily increased.**
- **Indicator #7 - This is a compliance indicator which means that 100% of eligible infants and toddlers with IFSPs for whom an evaluation & assessment and an initial IFSP meeting were conducted within a 45-day timeline. From referral to IFSP being developed we are at 97.86%. 18 of the 32 cases (56.25%) addressed all domain areas. The 14 remaining evaluations addressed all domains except hearing.**
- **Indicator #8 - This is a compliance indicator which means that 100% of all children exiting Part received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday. No discussion notes available.**
- **Indicator #9 - This indicator looks at the correction of non-compliance. This is a compliance indicators and the state needs to be at 100%. Deb noted that she broke out that data and presented it in two separate reports in order to clarify the information. She reported that the state is at 44%**

for correction of non-compliance; however if you took out the hearing screening information, we would be at 100%. 59 cases were reviewed last year. APR will be put on the ndearlyintervention.com website for further review. As data is reviewed, it will be a part of the Quality Improvement Plans within the regions. A comment was made that breaking out the information by Indicators will be helpful to the regions.

TOPIC: PART C 2008 APPLICATION

DISCUSSION/ACTION:

- The Department is looking at opportunities for public comment on the 2008 Part C federal application.
- Public hearings will not be held since there are no significant changes to the application, but written comment can be submitted.
- The Application will be out for 60 days and we can accept written comments for 30 days.
- The 06, 07, and 08 budget categories and amounts were reviewed with the members and this information will be emailed to all members.
- The comment period is until April 30, 2008 for the budget.
- A question was asked about Part C funding for the Family to Family Network. There was no new money put in the application for 2008. The question was in relation to how family to family needs are being met across the state. All regions except one are now covered by experienced parent staff. It was noted that experienced parents are taking care of the need for families, now that we no longer have the Family to Family Contract.
- A summary of all public comment received will be given out at the June meeting.

TOPIC: NDICC Involvement

Action/Discussion: A question was raised about NDICC member involvement or non-involvement and what can be done about it. A comment was noted that we should actively pursue other member options if a member is not actively participating.

TOPIC: REGIONAL REPORTS

DISCUSSION/ACTION:

- Areas that could be included in regional reports to the NDICC are: non-compliance issues, challenges to be in compliance, regions that are doing well to share their practices with the ICC and other regions.
- Deb noted that she and the Technical Assistance staff are holding meetings on the federal data. They are having multiple regions meet to discuss strengths, needs, etc.
- The suggestion was made to have one region come in that is doing well in an indicator and explain how and why they are doing well.
- Have all regions come in at different times to talk about areas they are struggling in or where they are doing well.
- Regional Quality Improvement Plans - the State has to give findings regarding non-compliance. Regions will need to correct these findings by a specific date.
- A suggestion was made that seeing action plans would be helpful and/or using the other regions to assist a particular region.
- When regions present, members requested that the regional data is presented next to the statewide data.
- Members also would like to hear the region's story - what are your challenges, strengths, struggles, issues, concerns, etc.
- Regions not presenting at a particular meeting could be invited to sit in and listen to the other region's reports to encourage cross-regional sharing.
- The regional reporting will start at the June meeting and will include a "written snapshot" for the region that is provided to ICC members.

TOPIC: NATIONAL CHILDREN SPECIAL HEALTH CARE NEEDS SURVEY

DATA

DISCUSSION/ACTION:

- Tammy had sent an email to all members, which she reviewed.
- Tammy pointed out the data resource center if members are interested in additional information.
- % of children with special health care needs is 12.2% for ND and nationally it is 13.9%.
- North Dakota has made some progress in the health insurance area.
- This information was received in December 07.

TOPIC: DISMISSAL SURVEY RESULTS

DISCUSSION/ACTION:

- Linda Jagielo reported that Child Care Resource and Referral did not have all of the information needed and going back to their study partners at NDSU for more detail.
- They are planning on putting together a 2 page fact sheet.
- The study outlines why children are getting thrown out of pre-school and day care and whether or not this is due to behavior issues or special needs.
- Need to help providers learn more about guidance.
- The study can be found at the following website:

<http://www.ndsu.nodak.edu/sdc/publicatons/research.htm#dismissal>
or
http://www.ndsu.nodak.edu/sdc/publications/reports/LicensedChildCareDismissalStudy_FinalResults.pdf

TOPIC: OSEP EARLY CHILDHOOD CONFERENCE

DISCUSSION/ACTION:

- The dates for the 2008 Conference are: December 8, 9, and 10, 2008.
- Meetings are held for ICC chairs, ICC Coordinators on Dec 7.

- The state office supports someone to attend from Case Management, Infant Development and a parent from 2 different regions each year.
- There were comments made that there are mixed feelings on sending individuals to this conference. Some members present at the meeting felt that the conference was very beneficial. However others noted that the conference appears to be more for staff who are in "state level positions".

TOPIC: REGIONAL DETERMINATIONS

DISCUSSION/ACTION:

- This has been shared with the Regional DD Program Administrators.
- We have the data for 06-07.
- It was recommended that regional determinations should be done and not wait for the OSEP state determination.
- OSEP must be assured that regional determinations have been issued to the programs.

TOPIC: AMENDED BY-LAWS

DISCUSSION/ACTION:

- The history date of when the By-Laws are reviewed and amended will continue to be added at the end.

TOPIC: EARLY INTERVENTION SERVICES IN NATURAL ENVIRONMENTS

DISCUSSION/ACTION:

- Members were emailed handouts on "Agreed Upon Practices for Providing Early Intervention Services in Natural Environments" and "Agreed Upon Mission and Key Principles for Providing Early Intervention Services in Natural Environments."
- Everyone is struggling with these issues around the country.
- Deb reported that the state is looking at working with some of these individuals listed on these 2 documents and using pieces of these documents to get this information out. These documents can be used

to help providers explain things to parents better and they can also be shared with referral sources.

- There is misunderstanding, confusion, and tension at times between the medical model and developmental approach. It is important we don't lose the family voice when making these decisions. We need to give them options. Materials need to be developed to educate parents so they can make an informed decision.
- The Early Intervention Services Subcommittee will be convened to work on how to pull all of this together.
- A Request for Proposal will be submitted for development of materials for child find, referral sources, etc. to help people better understand E.I. Services.
- Suggestions that were made by members:
 - This information could also be shared with social workers at the hospital.
 - Developing a DVD and have parents explain the process.
 - Take out the key points out of these documents and put into a DVD.
 - Review what other states have done, to see how we want to do ours.
- The Medical Services Pediatric Task Force met in February 2008 - Medical Services staff convenes a group to get input into issues, such as: payment for therapy and durable medical equipment, prior authorizations, etc.
- A comment was made that the KIDS program in Dickinson has done a good job with implementing services in the natural environment. They want to know the goal of the child and of the family.
- The task force will be coming back together and looking at language to best explain both sides to the parent.
- The Pediatric Task Force is meeting again on Sept 24, 2008 with no time designated yet.
- Early Intervention works on global development through a parent training/primary coach model. Discipline-specific consultation where a physical therapist may be there as a therapist, not an early intervention coach, is also in place when needed.

- There is no financial support through early intervention for direct therapy services if the team thinks it is not warranted. As per OSEP recommendations, in the IFSP, medically necessary therapy is listed separately. When a child reaches service limits through Medicaid, the therapist needs to justify the need rather than the early intervention team.
- Things work best when the physician, therapist, early interventionist, and family work together. Communication is needed as language used is sometimes problematic.

TOPIC: MEMBER ISSUES

DISCUSSION/ACTION:

- Status of appointments to the ICC are: 1) still searching for a parent from the Minot area; 2) Higher Ed representative - submitted the name of Dr. Sue Offutt; 3) with Roxane's resignation, we have a provider opening; 4) submitted the name of Carol Brakel to represent DD Case Management; 5) submitted Bob Rutten's name to replace Jeannette Kolberg; 6) will to check on Dr. Twogood's appointment.
- At one point the Council talked about having prospective members complete an application, but the Council has not proceeded with that idea other than to collect sample forms used by others in their recruitment process.
- Need to develop a fact sheet of the ICC to be shared with the prospective member. A personal contact can also be useful when soliciting new members.
- Need to update the membership list and share with the members.

TOPIC: OTHER BUSINESS

ACTION/DISCUSSION:

- Linda Jagielo stated that an application for pre-kindergarten was approved with a firm to develop pre-kindergarten policies.
- Tammy Gallup-Millner read a letter from the Region VIII Regional ICC regarding the KIDS Program in Dickinson in regards to finding a new fiscal agent

for the provider. Deb is facilitating meetings with Jill Staudinger to find a replacement fiscal agent. They are looking at providers from the Bismarck and Dickinson area. The Department will work with the chosen provider to get them licensed, budget developed, etc. The KIDS Program would like to have the transfer completed by July 1, 2008. The Region VIII Regional ICC would like to be involved in the decision of who becomes the fiscal agent for the KIDS Program.

TOPIC: TOPICS FOR JUNE MEETING

DISCUSSION/ACTION:

- Dismissal Study Report
- May 2008 Pathfinders Conference report
- Regional Reports that include a written snapshot for ICC members with both data and a qualitative report regarding challenges and best practices
- Part C budget public comment summary
- Election of a Chair and Vice Chair effective 7/1/2008
- Pre-Kindergarten meeting update
- Update of ICC member appointments, including appointments expiring 8/31/2008
- Early Intervention Legislative Study
- Subcommittee Reports on Early Intervention Competencies and medical model/natural environments issue
- Status of Part C Budget
- Email to all members the 06, 07, and 08 Part C Budgets
- By-Laws Update (history of review added at end of document)
- List of IDEA members and ICC members
- Minutes and getting them out on time. Minutes needed include 9/07, 12/07, 1/08, and 3/08.
- Autism update
- MOU update